



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505

March 27, 2007

WEST VIRGINIA BULLETIN NO: WV110-7-1

SUBJECT: ADM - Delegation of Authorities

Purpose: Issue List of Employees Delegated Authorities for Farm Bill Programs

Expiration Date: September 30, 2007

The Commodity Credit Corporation delegates the authority to develop land user contracts to carry out Farm Bill Program activities to the Chief of NRCS. The Chief delegates some of that authority to the State Conservationist. The State Conservationist delegates authority to selected individuals within West Virginia to perform Farm Bill Program activities.

As part of this process in WV, I delegate authority to approve contract modifications to the Assistant State Conservationists – Field Operations (ASTC-FO) in their respective counties for the Agriculture Management Assistance (AMA) Program, contract years 2004-2007; the Environmental Quality Incentives Program (EQIP), contract years 1998-2007; and the Wildlife Habitat Incentives Program (WHIP), contract years 2004-2007.

I delegate authority: to approve contract modifications, including significant increases in contract obligations as outlined in the Conservation Programs Manual 440 Part 512 Subpart F 512.21B(2); to grant waivers to start a practice before the contract is approved; and to grant waivers to the requirement to start a practice in the first 12 months after a contract is signed to the Assistant State Conservationist – Programs (ASTC-P) for all counties, all programs and all program years.

In the event that the ASTC-FO is unavailable to approve contract modifications in a timely manner due to leave, detail or other circumstances, the modification will be forwarded from the technical reviewer at the area level to the ASTC-P for consideration.

I delegate the authority to sign and obligate funds to contracts developed in ProTracts for AMA, EQIP and WHIP to the ASTC-FO for his counties. This authority is limited to those contracts under \$150,000. This authority shall not be delegated to a subordinate. A member of the area staff with knowledge of conservation planning and contracting processes may complete a technical review of the contract folder.

Only persons with the proper approval authority may sign **Block 16, Technician's Signature** on the CCC-1245. For engineering practices, the signer must have engineering approval authority for the practice being certified. For agronomic practices, the signer must be a [Certified Conservation Planner](#).

I delegate authority to approve payment (**Block 25**) on CCC-1245 to District Conservationists (DC) **only**. A DC may approve payment in a neighboring county if the resident DC is unavailable. In the event that an employee is appointed as Acting District Conservationist for an extended period (more than 15 days), provide a copy of the letter of appointment to the ASTC-P so appropriate ProTracts permissions can be assigned.

In the next few days, those employees receiving delegated authority will receive a letter granting this authority. Please sign accepting the authority, keep the original for your records and return a copy to Roseanne Kennedy.

If you have any questions, contact Herbert Andrick, ASTC-Programs, at 284-7560.

/S/

KEVIN WICKEY
State Conservationist

Attachment

DIST: A
F
Herbert Andrick, ASTC-P, Morgantown, WV
Ron Bricker, Budget Officer, Morgantown, WV

Farm Bill Delegated Authorities FY 2007

| NRCS Field Office | NRCS Personnel with Delegated Authority to sign CCC-1245's Block # 25 Payment Approval | NRCS Personnel with Delegated Authority to Sign CCC-1202 for Contract Approval and Contract Modifications |
|-------------------|--|---|
| Beckley | Gary Redden, Bill Harris | Greg Stone |
| Buckeye | Susan Davis, Tom Vance, Lee Godbey | Greg Stone |
| Cross Lanes | Larry Sturm, Valerie Hannon | Greg Kist |
| Elkins | Larry Casseday, Mike Mullenex | Pat Bowen |
| Franklin | Doris Brackenrich, Dick Gray, Ed Kesecker, Steve Ritz, Joe Hatton | Pat Bowen |
| Gassaway | John Cox, Larry Greynolds | Greg Stone |
| Glenville | Scott Hoover, Andy Sentz, Jeff Griffith | Greg Kist |
| Hamlin | Alan Boone, Valerie Hannon | Greg Stone |
| Huntington | Alan Boone, Valerie Hannon | Greg Stone |
| Keyser | Joe Hatton, Steve Ritz, Ed Kesecker, Dick Gray, Doris Brackenrich | Pat Bowen |
| Kingwood | Phil Evans, Ray Carr | Pat Bowen |
| Lewisburg | Tom Vance, Susan Davis, Lee Godbey | Greg Stone |
| Martinsburg | Bob Schnably, Steve Ritz | Pat Bowen |
| McMechen | Nicole Viars, Rick Patterson | Greg Kist |
| Moorefield | Ed Kesecker, Dick Gray, Doris Brackenrich, Steve Ritz, Joe Hatton | Pat Bowen |
| Morgantown | Ray Carr, Phil Evans | Pat Bowen |
| Mt. Clare | Jeff Griffith, Andy Sentz, Scott Hoover | Greg Kist |
| Parkersburg | Ben Collier, Sam Sheets | Greg Kist |
| Petersburg | Dick Gray, Doris Brackenrich, Ed Kesecker, Steve Ritz, Joe Hatton | Pat Bowen |
| Philippi | Mike Mullenex, Larry Casseday | Pat Bowen |
| Princeton | Bill Harris, Gary Redden | Greg Stone |
| Pt. Pleasant | Valerie Hannon, Larry Sturm | Greg Kist |
| Ranson | Bob Schnably, Steve Ritz | Pat Bowen |
| Ripley | Larry Sturm, Valerie Hannon | Greg Kist |
| Romney | Steve Ritz, Joe Hatton, Ed Kesecker, Dick Gray, Doris Brackenrich | Pat Bowen |
| Sistersville | Rick Patterson, Nichole Viars | Greg Kist |
| Spencer | Sam Sheets, Ben Collier | Greg Kist |
| Summersville | Larry Greynolds, John Cox | Greg Stone |
| Union | Lee Godbey, Tom Vance, Susan Davis | Greg Stone |
| Weston | Andy Sentz, Scott Hoover, Jeff Griffith | Greg Kist |
| White Hall | Ray Carr, Phil Evans | Pat Bowen |